



Department of Motor Vehicles
Tax Services
P.O. Box 27422
Richmond, VA 23269-7422

VIRGINIA FUELS TAX INFORMATION AND NEWS

FILING REPORTS AND SCHEDULES ELECTRONICALLY

Beginning with the July 2003 fuel activity report, all suppliers, terminal operators, and importers licensed in Virginia will be required to submit all monthly reports and schedules electronically. Beginning with the July 2005 fuel activity report, all **other** licensees will be required to file electronically.

Virginia is offering you the opportunity to start *e-filing* now. If you start now, you will be assured of beating the deadline and because *e-filing* is easier and less time consuming, you will begin to save time and effort.

There are three options for filing reports electronically:

OPTION 1 -- Direct Filing Via the Internet

This option was developed for filers who do not already have their own computer program to produce their reports and schedules. It will be most useful to persons who have 100 or less transactions a month.

As always, you will still be responsible for maintaining records of your transactions. When you are ready to file your report and schedules, you simply log onto internet, pull up the appropriate report/schedule, fill-in the information, and submit the report/schedule directly into Virginia's fuels tax system.

OPTION 2 -- Transmission of EDIX.12 Via FTP Services

This filing method was developed for persons who have or who are planning to develop a computer program to complete their reports and schedules.

You will still be required to maintain records of your fuel activities. When you are ready to file your report and schedules you simply transmit the data using DMV's report and schedule layout to a FTP service using a EDIX.12 format.

OPTION 3 -- Transmission of ASCII Flat-File Via FTP Services

Like option 2, persons who have or who are planning to develop a computer program to complete their reports and schedules would utilize this option. The only difference is the format used to transmit the data which is believed to be more user friendly.

Contact a Tax Services representative (see *Contact Information* below) to obtain more detailed information on *e-filing* and copies of the appropriate documents for the option of your choice.

CONTACT INFORMATION

If you have questions regarding this information, you may contact DMV's Tax Services at:

(804) 367-4328 or 4329 (voice)

(800) 272-9268 (deaf or hearing impaired only)

(804) 367-0233 (fax)

dmvsch@dmv.state.va.us (e-mail)